

- ☒ This form is attached to Form SC-104. Use this form ONLY if you mailed the documents in ① and someone else personally gave them to the person, business, or public entity served.

Notice to Server

You must:

- Be at least 18 and **not listed in this lawsuit**.
- Fill out ①–⑥ of this form and attach it to Form SC-104.

① Documents served by mail:

- a. ☐ SC-100, *Plaintiff's Claim and ORDER to Go to Small Claims Court*
- b. ☐ SC-120, *Defendant's Claim and ORDER to Go to Small Claims Court*
- c. ☐ Other (*specify*):

2 Name and address of the person, business, or public entity served:

- a. If you served a **person**, write the person's name and address below:

Name: _____

Address: _____
Street City State Zip

- b. If you served a **business** or **public entity**, write the name and address of the business or public entity, the person authorized for service, and that person's job title:

Business or Public Entity Name	Person Authorized for Service	Job Title
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Address: _____
Street City State Zip

- 3** I put copies of the documents listed in **1** above in an envelope, sealed the envelope, and put first-class prepaid postage on it. I addressed the envelope to the person, business, or public entity listed in **2** and mailed the envelope by leaving it at (*check one*):

- a. ☐ A U.S. Postal Service mail drop *or*
- b. ☐ An office or business mail drop where I know the mail is picked up every day and deposited with the U.S. Postal Service.

- ④ I mailed the envelope:

- a. On (*date*): _____ b. From (*city, state*): _____

- 5 My address is: _____

- 6** I declare, under penalty of perjury under California State law, that the information above is true and correct.

Date: _____

Type or print server's name

Server signs here after mailing